

POLICY: PERSONNEL RECORDS

POLICY STATEMENT: It is the policy of the Bureau of Developmental Disabilities Services (BDDS) that a Provider shall maintain personnel information for each owner, director, officer, employee, contractor, sub-contractor or agent of the Provider in the Provider's office identified in the Provider agreement.

DETAILED POLICY STATEMENT

1. A Provider shall maintain personnel information for each owner, director, officer, employee, contractor, subcontractor or agent of the Provider in the Provider's office identified in the Provider agreement.
2. The personnel information for each owner, director, officer, employee, contractor, subcontractor or agent performing any management, administrative or direct service to an Individual on behalf of a Provider company and could have direct contact with an individual shall include the following:
 - a. A negative M. tuberculosis screening as currently recommended by the United States Department of Human Services Centers for Disease Control and Prevention, obtained prior to providing services.
 - b. Cardiopulmonary resuscitation (CPR) certification and recertification provided by agents authorized by:
 - i. the American Red Cross;
 - ii. the American Heart Association; or
 - iii. other Division of Disability and Rehabilitative Services (DDRS) approved training entityupdated as required by the certifying Entity, for each owner, director, officer, employee, contractor, subcontractor or agent who works directly with individuals.
 - c. For owners, directors, officers, employees, contractors, subcontractors, or agents transporting an Individual in the owner's, director's officer's, employee's, contractor's, subcontractor's, or agent's personal vehicle:
 - i. Auto insurance information, updated when it is due to expire;
 - ii. documentation that the owner, director, officer, employee, contractor, subcontractor or agent has a valid driver's license for the type of motor vehicle used to transport Individuals.
 - d. Limited criminal history information that meets the requirements of the DDRS "Documentation of Criminal Histories" policy.
 - e. Professional licensure, certification, or registration, including renewals, as applicable.
 - f. Copies of the agenda for each training session attended by the owner, director, officer, employee, contractor, subcontractor or agent in the format described in the "Personnel Policies & Manuals" policy, section (2)(j).

3. Personnel information as described in this section shall be maintained by the Provider in a manner that allows for review at the time a verbal or written request is made by DDRS, and OMPP

DEFINITIONS

“BDDS” means bureau of developmental disabilities services as created under IC 12-11-1.1-1.

“DDRS” means the division of disability and rehabilitative services as established by IC 12-9-1-1.

“OMPP” means the Office of Medicaid Policy and Planning as established by IC 12-8-6-1.

REFERENCES

IC 12-8-8-4

IC 12-9-2-3

IC 12-11-1.1-1

Approved by: Julia Holloway, DDRS Director -

